

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DDS/OL/PSD 28			
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT			
Silver Recovery						<input checked="" type="checkbox"/> STATISTICAL			
						<input type="checkbox"/> NARRATIVE			
						<input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)			
		LOGISTICS		SECURITY					
		MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)			
6		Semiannually				2			
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT Federal Property Management Regulations, Subchapter H			
Memorandum		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>						YES	IF YES GIVE ADP PROCESSING NO.
YES	IF YES GIVE ADP PROCESSING NO.								
<input checked="" type="checkbox"/> NO									
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
Deputy Chief, PSD Photo Technician				Monthly reports on solution processed and silver recovered on daily basis.					
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR		
GS-15	\$ 12.84		2 hours		\$ 25.68		2 \$ 51.36		
GS-7	4.28		30 min.		2.14		2 4.28		
LB-23	5.91		2 hours		11.82		12 141.84		
B. COSTS OF COMPUTER PRODUCED REPORTS									
None									
TOTAL COSTS PER YEAR						\$ 197.48			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
Required for GSA Directive.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						ESTIMATED SAVINGS			
						MAN-HOURS	DOLLARS		
						None	None		
16. DATE OF INVENTORY		17.		TION		18. EXTENSION			
8 OCT 1970		Approved		For Release 2006/11/13 : CIA-RDP75-00399R000100130094-0		STAT			